

Mandatory Training

The Department has certain mandatory training requirements. These requirements are normally announced through DOECASTS or office announcements to all affected employees.

All employees –

Safety Training – annual safety, emergency, and security training for all employees at specific location. Most locations also require annual or biannual fire drill.

DOE Annual Security Refresher Briefing – all employees.

EEO Training – all supervisors (four hours) and all non-supervisory employees (3 hours) are required to take EEO refresher training annually.

New Employee Orientation(s) for HQ offices and at DOE field sites – all new employees are provided with basic information on employee benefits and Department missions and organization. Field and Headquarters program and staff may provide additional training.

Continuity of Operations Training (COOP) – all employees. Supervisors and essential staff may also be required to participate in exercises.

Prevention of Sexual Harassment Training – all employees are required to take 3 hours of prevention of sexual harassment training at least every two years.

Selected Employees –

Annual DOE Ethics Course: in general, persons with the formal responsibility to approve, authorize, or make recommendations concerning obligation or payment of funds and their supervisors.

Supervisory officials –

No Fear Act Training: required for all supervisors within first year of appointment to position.

EEO Training for New Supervisors - all new supervisors are required to take EEO training within their first year of appointment to supervisory position.

“Survival Skills for Supervisors” – all new supervisors must attend the class during the first year in supervisory position (40 hours).